

FOREIGN SERVICE OFFICER AND SPECIALIST ATTRIBUTES

What qualities do we seek in Foreign Service candidates? Successful candidates will demonstrate the following dimensions that reflect the skills, abilities, and personal qualities deemed essential to the work of the Foreign Service at the United States Department of State.

CRITICAL THINKING

To discern what is appropriate, practical, and realistic in a given situation; to weigh relative merits of competing demands using sound judgment; to consider multiple points of view when making recommendations; to formulate creative alternatives or solutions to resolve problems; to show flexible and innovative thinking/problem solving.

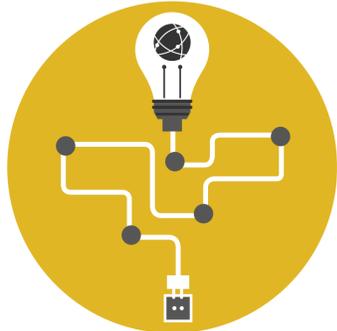


CULTURAL ADAPTABILITY

To work and communicate effectively and harmoniously with persons of other cultures, value systems, political beliefs, and economic circumstances; to recognize and respect differences in new and different cultural environments.

EXPERIENCE & MOTIVATION

To demonstrate knowledge, skills or other attributes gained from previous experience of relevance to the Foreign Service; to articulate appropriate motivation for joining the Foreign Service.

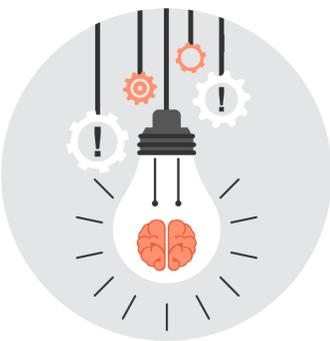


INFORMATION INTEGRATION & ANALYSIS

To evaluate the importance, reliability, and usefulness of information; to distill relevant details from available information; to absorb and retain complex information drawn from a variety of sources; to synthesize and analyze available information; to recognize patterns or trends and draw reasoned conclusions from data.

LEADERSHIP

To recognize and assume responsibility for work that needs to be done; to persist in the completion of a task; to influence a group's activity or direction significantly; to motivate others to participate in the activity one is leading.



NEGOTIATION

To recognize divergent and overlapping interests; to recognize advantages and disadvantages of agreement and available options; to advocate, influence and/or persuade others using information, facts, and reasoning rather than emotion; to resolve disagreements; to maintain or develop mutually beneficial working relationships with counterparts in the process.

OBJECTIVITY/INTEGRITY

To be fair and honest to all employees and keep an open mind; to present issues frankly; to analyze facts and data effectively, without interjecting bias; to be consistent in words and actions; to be dependable.



PLANNING & ORGANIZING

To prioritize and order tasks effectively, to employ a systematic approach to achieving objectives, to make appropriate use of limited resources.

PRESENTATION SKILLS

To present fluently in a concise, grammatically correct, organized, and precise manner; to think on one's feet, adjusting quickly to changing situations; to convey key elements and nuances of meaning accurately; to respond to questions from others effectively; to use appropriate styles of communication to fit the audience and purpose.



TEAMWORK

To interact in a constructive, cooperative, and harmonious manner toward a common goal; to work effectively as a team player; to establish positive relationships and gain the confidence of others; to ease tension as appropriate.

WRITTEN COMMUNICATION

To write concisely yet comprehensively; to use clear arguments and facts; to use correct grammar and syntax; to use appropriate vocabulary to promote understanding.

